S C I E N T O L O G Y   P O L I C Y   D I R E C T I V E

SCIENTOLOGY POLICY DIRECTIVE 14   28 April 1982

Qual Secs
Tech Secs
C/Ses
HCO Area Secs
Auditors
Executives

CONFIDENTIALITY OF PC FOLDER DATA

It has always been the policy of the Church that all pc folders and their contents be confidential and remain secure. That policy is reaffirmed here.

Following are quotes from references on the security and confidentiality of pc folders.

(Note: Nothing in this issue changes policy on the security and extremely confidential nature of upper level materials and pc folders.)

FLAG ORDER 1899 15 March 1969 SECURITY AND ADMINISTRATION THEREOF

"In an area which handles confidential material such as Tech and Qual at an AO, security must be good enough to permit you to take the greater part of your attention off it so you can get the job of the division done.

"There are certain which if kept in will give you this freedom and keep the technology in safe hands. These points can and should be applied to other divisions which handle security data.

"1. There must be adequate locked filing space.

"2. Only one person on each watch should have the keys or combinations.

"3. All materials and pc folders must be inventoried. Each pack of materials must be numbered.

"4. The only way a pack leaves the office is if it is signed out in a log book divided into course sections with date, name, number of pack, signature and in Qual, time out and back in (for auditors). All returned materials are likewise logged.

"5. Every few weeks inventory all materials.

"6. If working with open files to handle the flow of student traffic, keep all the files behind your front lines which might consist of desks and don't let anyone but your staff behind these lines."

"9. When a student goes onto Qual lines, recover and hold his materials until he is back on tech lines."

HCO PL 11 August 1971 Issue V ADVANCED COURSES MATERIALS
                              SECURITY OF DATA

"We do not safeguard these materials from any commercial consideration. Our futures, those of each of us and those of all Scientologists, depend on our keeping this material under lock and safeguarded from abuse until we are well away as a group and can handle things better as individuals as well as a group."

"Students of the Advanced Courses, the Advanced Course C/S and Supervisor, Ethics Officers and all HCO and Org staff have it in their personal interest to enforce security of materials to the limit." (LRH)

HCO PL 3 January 1972 Issue IV HGC ADMIN POINTS ON HANDLING
                              PC FOLDERS

"7. Old folders and those of pcs not currently on auditing lines are filed in alphabetical order in a store room.

"8. Folders are never handed to the pc. They are handled as per C/S Series No. 25.

"9. When pc folders are sent to another Org (such as an AO or Flag) the folders are checked for completeness, packaged securely, and tied with string which is sealed." (See also FO 2183)

"10. A log book of pc folders is maintained. This includes the number of folders for each pc (and where stored if not in current use)."

BPL 15 November 1969R RIGHTS AND DUTIES

"A CASE SUPERVISOR HAS THE DUTY:

      TO REFUSE TO DISCUSS A CASE WITH EITHER THE AUDITOR OR THE PC.

      TO REFRAIN FROM DISCUSSING OR MENTIONING DATA FROM PC FOLDERS SOCIALLY."

HCO PL 15 November 1970R HCO AND CONFESSIONALS

"Thus neither Tech nor Qual should assist investigations but should work on the case against proper C/Ses to get off the overts and withhold for the case benefit.

"Overts disclosed in sessions may not be used for justice purposes. Therefore only crimes discovered by routine investigation are actionable.

"It could be that a crime discovered by investigation is also gotten off in session. That it was also gotten off in session does not protect the person from discipline. That it was gotten off in session is irrelevant and sessions are not part of justice procedures." (LRH)

HCOB 30 November 1978 CONFESSIONAL PROCEDURE

"A Confessional done for justice reasons is not auditing and the data uncovered is not withheld from the proper authorities. Any other Confessional is auditing and is kept confidential." (LRH)

HCO PL 17 June 1965 STAFF AUDITOR ADVICES

"A pc is not sent to Ethics because of withholds gotten off in a session. However, on the Invalidation button one commonly finds suppressive persons around the pc and the auditor must send the pc to Ethics at session end to get the matter disconnected or handled.

"Sometimes one finds another person's offences than the pc's in getting off withholds. These are reported to Ethics for investigation." (LRH)

SCIENTOLOGY 0-8 Page 40 THE AUDITOR'S CODE AD 18

"(22)   I promise never to use the secrets of a preclear di-
           vulged in session for punishment or personal gain." (LRH)

SCIENCE OF SURVIVAL Page 18, Chapter 2, Book 2, THE AUDITOR'S CODE

"The auditor is trustworthy. He understands that the pre-
clear has given into the auditor's trust his hope for higher
sanity and happiness, and that trust is sacred and never to be
betrayed." (LRH)

HCO PL 15 December 1965 STUDENTS GUIDE TO ACCEPTABLE BEHAVIOUR

"21. Students must not read their own report folder or that of
     another student, unless he is auditing that student." (LRH)

The references speak for themselves. Any confusions on the
subject should be handled in Qual using the HCO PLs and HCOBs
referenced above and any additional source materials.

PC FOLDERS ARE CONFIDENTIAL, ARE TO BE KEPT SECURE, LOCKED
AWAY WHEN NOT IN USE AND ARE NOT TO BE LEFT AROUND OR WITHIN THE
REACH OF OTHERS NOT AUTHORIZED OR QUALIFIED TO SEE THEM.

Compiled from
the writings of

L. RON HUBBARD
FOUNDER

and others

by the
WATCHDOG COMMITTEE

Adopted as
Official Church Policy

by the
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:LRH:WDC:dfg